

Community Action of Southeast Iowa
Family Services/Referral Tracking Checklist

How to document in ChildPlus:

Family Services Tab > Add Event > Need Identified > fill in all the needed information > then select Add Action at the bottom > for Action Type > select Referral > then fill in all needed information

Family Name _____

Program Year _____

	Service Type		Direct Service Dates & Comments	Referral Dates & Comments
1	Emergency/Crisis	Food		
		Housing		
		Clothing		
		Other		
2	Transportation Assistance	Provided Ride		
		Ride Sharing		
		Public Trans.		
3	Health Insurance	Child		
		Adult		
4	Dept. of Social Services	Food Stamps		
		FIP/TANF		
		Emergency		
5	Counseling	Pre-Marriage		
		Marriage		
		Family		
		Individual		
		Child		
6	Parent Education	GED		
		College Class Selection		
		Financial		
		Other		
7	Employment	Interviewing		
		Resume		
		Job Service		
		Other		
8	Assistance to Families of Incarcerated Individuals			
9	Substance Abuse	Support Group		
		Counseling		
10	WIC			
11	Child Abuse & Neglect Services			
12	Health Services	Immunizations		
		Physician		
		Dentist		
13	Housing Assistance	Rental Asst.		
		Weatherization		
		Landlord List		
		Other		

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14	Literacy Programs	ESL			
		Adult Literacy			
		Child Literacy			
15	Parenting Programs	Support Group			
		Classes			
		Other			
16	Community Involvement				
17	Child Education/Disability	AEA			
		IA City Hospital			
		Other			
18	Legal Assistance				
19	Other				
20	Other				
21	Other				
22	Other				
23	Other				
24	Other				
25	Other				